



**THOUSAND OAKS-WESTLAKE VILLAGE REGIONAL CHAMBER OF COMMERCE
APPLICATION FOR CONSIDERATION
2010 BOARD OF DIRECTORS**

Name: _____ Date: _____

Business Name: _____

Business Address: _____

Business Title / Position: _____

Phone: _____ Fax: _____ Email: _____

Are you a designated representative to the Chamber for your company? _____

How long have you been a member of the Chamber? _____

Are you, or have you been associated with other Chambers? _____

If so, which ones? _____

In what capacity? _____

Please list other organizations or community involvements (past and present): _____

Have you ever served on the Thousand Oaks-Westlake Village Regional Chamber of Commerce Board of Directors, and if so, when? _____

Are you acquainted with present Board Members, and if so, who? _____

Why would you like to serve on our Board of Directors? _____

What strengths do you possess that you feel would benefit the Thousand Oaks -Westlake Village Regional Chamber of Commerce? _____

Is your work schedule flexible enough to accommodate meetings during working hours? _____
(i.e. board meetings, mixers, breakfasts, etc)

Signature of Applicant

Employer's Approval (Signature)

Employer's Title

*****Must be returned by no later than Friday, August 21, 2009**

DIRECTORS' DUTIES AND OBLIGATIONS

The directors of the Board are accountable to the members of the Chamber and are responsible for the government of the Chamber, the control of its work, and the direction of its affairs. A director's term is three (3) years unless filling an unexpired term by appointment or a one year Designated Director appointment. Please be sure to be on time for all meetings and please turn off your cell phone.

Duties:

1. Attend Board meetings once a month, which are held usually on the 2nd Tuesday of the month from 12:00-2:00 p.m. at the Chamber office. Unless the Chairman of the Board determines there is good cause based upon factors established by the Board: **Missing three (3) consecutive regularly scheduled meetings regardless of the fiscal year will result in removal from the Board; Missing four (4) regularly scheduled Board meetings within a fiscal year will result in removal from the Board.** Please be sure to be on time for all meetings
2. Attend Thousand Oaks State of the City Address, Annual Planning Conference (Retreat), Recognition Dinner/Gala.
3. Attend at least 8 non-Board meeting Chamber functions per calendar year. Chamber functions (i.e. Mixers, TGIF Breakfasts, Business Expo Trade Shows, Economic Forecast, Spirit of Community Awards)
4. Attend City Council Meetings when requested for support of an issue.
5. Staff the Chamber Fundraising Events (i.e., Business Expo Trade Shows). Support Chamber events and sponsorship.
6. Serve on at least one or two committees.
7. Assist in building membership so that it will represent all interests in the area and provide a sound financial basis for the Chamber.
8. Develop, review, and approve a long-term plan that states the objectives and priorities of the Chamber.
9. Review and approve and annual budget for operation of the Chamber and the program goals set.
10. Provide solid financial management for the Chamber, including a viable dues structure managing and controlling the Chamber's assets.
11. Actively promote our communities and Chamber whenever possible.
12. Work with other Chambers and business organizations to promote business interests at the state and national levels.
13. Consider all Board matters presented on their merits and take part in discussion during consultation process.

14. Board members must fully disclose all material facts regarding any conflict of interest in transactions with the Chamber and any matter before the Board of Directors prior to any action being undertaken with the exception of emergency situations as allowed pursuant to California law where the Board member can prove the transaction is fair to the Chamber. A conflict of interest relates to any matter that benefits the Board member, the Board member's represented chamber member entity, a Board member's direct family member or the business of a Board member's direct family member. At no time should any Board member consent to approve a transaction between the Chamber and any Board member, any Board member's represented chamber member entity, any Board member's direct family member or the business of any Board member's direct family member unless the consenting Board member believes the transaction is fair to the Chamber under sound business judgment evaluation. Board members must abstain from voting on any matter that benefits the Board member, the Board member's represented chamber member entity, a Board member's direct family member or the business of a Board members direct family member.

Frequently the Board will discuss issues that are confidential. As a Board Member, you will be privy to financial information, personnel issues, board policy and other sensitive subjects that should not be discussed outside the confines of the Boardroom.

A Board member should adopt an attitude of tolerance for the viewpoints of other directors. There should be an attitude designed to unify diverse opinions into constructive policies for the community good.

It is important to recognize that your Chamber's first responsibility is to its members and to the community. The Thousand Oaks - Westlake Village Regional Chamber of Commerce should consider itself a business action organization and should be operated like a business.

In summary, a Director is a partner with the other Board members in the important work of seeking to improve the commercial, industrial and civic life of the community. Election to the Board indicates acceptance of this responsibility to the membership and to the community.

I have read and understand the duties and obligations of a member of the Board of Directors of the Thousand Oaks-Westlake Village Regional Chamber of Commerce

Signature: _____

Date: _____